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Office Memorandum • UNITED STATES GOVERNMENT

TO :Chief of Logistics

DATE: 3 September 1953

FROM :Acting Chief, Procurement Division

SUBJECT:Weekly Activity Report

1. GENERAL

25X1X4

a. [REDACTED] (continued item):

(1) Insurance Claim: No change.

25X1X4

2. PROJECTS

a. Pool of Cleared Sources for Procurement (continued item):
No change.

3. OTHER ITEMS OF INTEREST

a. Reinstitution of Foreign Procurement (continued item):

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(1) [REDACTED] Contract: No change.

25X1C15a

25X9A2

(3) 1953 Shopping List [REDACTED]

25X1A

(a) [REDACTED]

magazine loaders have been obtained and it has been determined that an interchangeable loader for both magazines could be easily designed. Discussions will be held in the near future with representatives of [REDACTED] for furnishing prices for fabricating the interchangeable loader.

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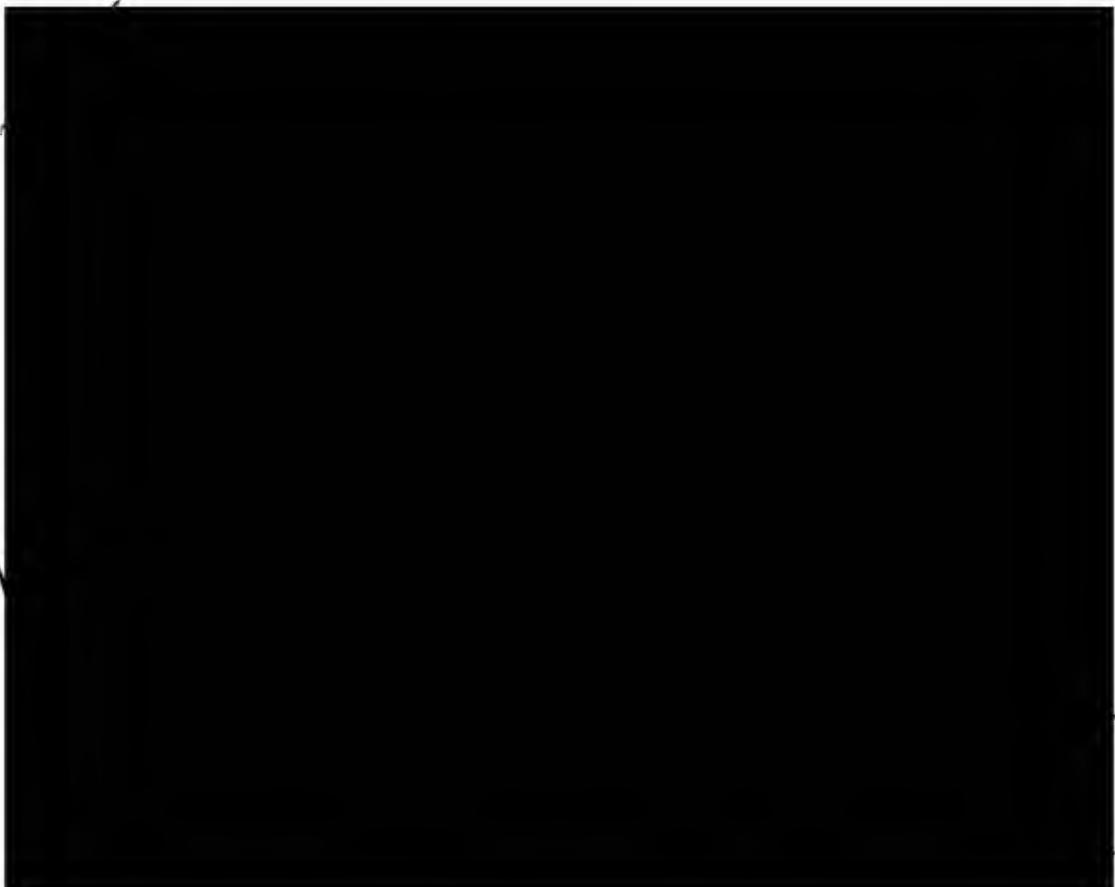
(b) 7.92mm Cartridge Clips: Prototypes of the clips to be manufactured by [REDACTED] have not as yet been submitted by the contractor. A delay was encountered by [REDACTED]

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[REDACTED] in procurement of the steel necessary for use with this order, consequently the delay in submitting the pre-production samples. It is now anticipated that these samples will be submitted during the month of October.

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25X9A2

(2) Continued efforts are being made to locate the items on the 1953 Shopping List which have not been procured or for which contracts have not been let. Discussions are presently under way with the Chief of Logistics to develop a sound program for procuring these and future requirements [REDACTED]

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c. VHF/UHF Multiple Link Systems (continued item): Representatives from ██████████ visited this office on Friday, 28 August, to discuss further their proposal for furnishing the UHF system. Although ██████████ feels that they have furnished sufficient supporting data the representatives agreed after listening to our position to endeavor to obtain from ██████████ additional information which may enable this office to further evaluate their proposal. ██████████ headquarters felt that no additional information was available to solve the problem. It was thereupon mutually agreed that the most likely step was to hold a meeting in ██████████. The first date on which the key person at ██████████ would be available was 10 September. The Audit Branch is being contacted today for concurrence on the proposed date.

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d. Research Order No. 1 with ██████████ (completed item): Cashier's check for the purpose of effecting an advance payment of \$12,000 to subject contractor was obtained from Finance Division and delivered to ██████████/TSS for transmittal to ██████████ on 28 August.

25X1A

e. Rush Procurement (new and completed item): A rush request was received at close of business on 31 August from NEA Division for two air-conditioners to be purchased and delivered before the close of business on the 1st of September. The Chief of NEA Division approved this request in accordance with Paragraph 9b(1) of ██████████. These units were procured and delivered on the afternoon of the 1st of September.

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g. Status of Requisitions

(1) Pertinent information concerning the Contract and Purchase Order Branches is attached.

(2) Status of requisitions for this Division:

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	Special Purchase	Military Purchase	Contract Branch	Purchase Ord. Branch	Total
Brought fwd.	7	15	73	256	351
Received	15	14	4	83	116
Completed	19	20	10	119	168
Pending	3	9	67	220	299

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4. SPECIAL PROBLEMS

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a. Air Conditioners (continued item): A policy decision is still required as to what shall be considered as "Headquarters approval" which is the basis cited in the [redacted] regulations.

25X1A

b. Furniture Requirements (new item): This office is continuing to receive individual requests for items of household furniture required to be furnished in accordance with [redacted]. C&R Staff has indicated verbally that they will not be able to obtain firm funded future requirements for this type of equipment. These individual orders are creating a definite hardship in the Special Purchase Branch. Notwithstanding the fact that the requests are being submitted individually, we are obtaining discounts up to 50% when the delivery time specified by the Operating Division permits procurement and delivery from furniture manufacturers. However, it has been necessary in many instances to purchase from local sources here in Washington in order to meet the short deadlines specified. In these cases it is not always possible to obtain the required items from the limited number of discount sources available, and oftentimes it is necessary to procure directly from retail sources such as Sears, Roebuck and Co.

5. MAJOR OBJECTIVES

a. Objectives for Calendar Year 1953 (continued item): The bi-weekly report for this item will be reported as due on next week's report.

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